

**OPERATING CODE OF THE INITIATIVES COMMITTEE  
OF NCAAHPERD-SM  
Approved June 2020**

- I. NAME: The name of this committee shall be the Initiatives Committee of the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance and Sport Management (NCAAHPERD-SM).
  
- II. PURPOSE: To promote the growth of NCAAHPERD-SM's community through fundraising initiatives and to foster positive working relationships between NCAAHPERD-SM and its partners.
  
- III. ORGANIZATION
  - A. Definitions
    1. Initiative: An initiative is characterized by a formal arrangement between NCAAHPERD-SM and a partner organization to jointly raise funds for the good of the community, the partner, and NCAAHPERD-SM. Initiatives are started with the hope and expectation that the partnership will continue.
    2. Active initiative: Active initiatives are operational, under development, or actively being planned.
    3. Inactive initiative: Inactive initiatives are no longer developing or planning joint fundraising projects. Initiatives become inactive when any of the following situations apply.
      - a. The agreement between the Alliance and the partner organization has passed its end date and there is no option to extend or renew the agreement.
      - b. Both the Alliance and the partner organization have fulfilled their obligations under the joint agreement and have elected not to renew the agreement.
      - c. Both the Alliance and the partner organization agree to discontinue the joint agreement.
      - d. Joint fundraising plans are no longer being developed or planned.
      - e. No fundraising projects have been implemented within two years of the last fundraising event.
    4. Initiative coordinator: An Alliance member that is charged with overseeing the implementation of the formal arrangement between NCAAHPERD-SM and a partner organization.
    5. Initiative partner: The organization that has entered into a formal arrangement to jointly raise funds for the good of the community, the Alliance, and the partner organization.

6. Initiative partner representative: A person selected by the partner organization to represent the partner's interests in the implementation of the formal agreement with the Alliance.
  7. School level coordinator: An Alliance member that is selected to coordinate the fundraising efforts at either the elementary school, middle school, or high school levels.
- B. Each program developed as an initiative will consist of an initiative coordinator, an initiative partner, and three school level coordinators, each one representing either the elementary school, middle school, or high school levels.
  - C. The committee shall consist of a committee chair, an initiative coordinator for each active initiative, and an elementary school representative, a middle school representative, and a high school representative for each active initiative. These committee members must be members of the Alliance.
  - D. The partner representative for each active initiative shall be considered a member of NCAHPERD-SM in the service of this committee only. The partner representative shall serve as an ex officio member of the committee. The partner representative may attend committee meetings and speak in debates, but may not make motions or vote.
  - E. The committee chair shall be an ex officio member of the Board of Directors.
  - F. NCAHPERD-SM members and initiative partners may nominate Alliance members to serve as initiative coordinators and school level coordinators. The Alliance President shall take these nominations into consideration when selecting committee members.
  - G. The committee chair will hold a term of office for three years and is selected by the Alliance President in consultation with the Executive Committee. The committee chair may be reappointed.
  - H. The initiative coordinators and school level coordinators will hold their position for one year with the option to continue following a review by the Alliance President in consultation with the Executive Committee and the committee chair. Nominations for new coordinators shall be submitted to the Alliance President before the conclusion of the annual fall convention. The President shall make committee appointments by January 1.
  - I. Each initiative partner representative's term of service is determined by the partner organization.
  - J. A committee member may be removed from office for non-performance of his/her appointed duties by a majority vote of the Board of Directors. The vote for removal from office shall occur only after the committee member charged with non-performance of his/her duties has been advised of the complaint and has been given reasonable opportunity to present information on his or her behalf. The committee member, if removed from office, may appeal for reconsideration of the decision by the Board of Directors. The member's appeal must be received by the Board of

Directors within 10 days of the member's notification of the removal from office. The Board of Directors will then review the member's appeal within 30 days after receipt of the appeal. If the appeal is unsuccessful, the Alliance President, in consultation with the Executive Committee, shall appoint a replacement.

- K. The committee shall attempt to grow each initiative by placing mentors/representatives in each region of the state.

#### IV. CONDUCT OF BUSINESS

- A. Each initiative's coordinator will communicate as the liaison between their partner representative, the committee chair, and the committee as a whole.
- B. The committee chair shall submit committee reports, including updates on active initiatives, for all board and Alliance business meetings.
- C. The committee shall hold quarterly meetings. The fall meeting shall take place at the annual fall convention.
- D. The committee chair shall communicate with the Alliance Executive Director, Alliance Executive Committee, the Alliance Board of Directors, and initiatives partners as needed.

#### V. DUTIES AND RESPONSIBILITIES

##### A. Committee

- 1. Coordinate and assist in the development of programs to assist with fundraising, partnerships, and community outreach for NCAHPERD-SM.
- 2. Establish and assess goals for each active initiative and make recommendations for improving outreach and funding for NCAHPERD-SM.
- 3. Promote and increase participation in all active initiatives.
- 4. Attend the annual fall convention.
- 5. Determine awards and select award recipients for each active initiative to be presented at the annual fall convention.
- 6. Present at least 1 session at the annual fall convention promoting each active initiative.

##### B. Duties of the Committee Chair

- 1. Conduct committee meetings with initiative coordinators, partner representatives, and school level representatives. Meetings may be in person or through technology resources available for group discussions.
- 2. Coordinate and support the work of the committee.
- 3. Develop a committee action plan with a timeline.
- 4. Assist all initiatives coordinators to develop their team plans.
- 5. Communicate with the Executive Director so that active initiatives are promoted in Alliance electronic communications.

6. Work with the webmaster to ensure the webpage dedicated to Alliance Initiatives is up to date and available to the public as well as Alliance members and initiative volunteers.
7. Promote and recruit schools/partners to participate in initiatives.
8. Manage the committee's goals assessment of active initiatives.
9. Adhere to the budget established for this committee by the Board of Directors.
10. Actively recruit new members for NC SHAPE.
11. Perform other duties as designated by the Board of Directors.

C. Duties of Initiatives Coordinators

1. Communicate with the initiative partner representative.
2. Promote and recruit schools/partners to participate in initiatives.
3. Coordinate and support the work of school level coordinators.
4. Assist school level coordinators to utilize resources offered by partners.
5. Place regional mentors/representatives to assist local educators with their initiative efforts.
6. Help initiative participants as needed.
7. Submit regular reports to the committee chair on initiative activities and assistance provided to school level representatives.
8. Contribute to the committee session(s) at the annual fall convention by sharing information such as the benefits of participation as well as sample resources provided by the initiative partner.
9. Attend InitiativesCommittee meetings and participate in conducting committee business.
10. Actively recruit new members for NC SHAPE.
11. Perform other duties as designated by the Board of Directors.

D. Duties of School Level Representatives

1. Run their own initiative event.
2. Communicate local initiative activities to their initiatives coordinator so that Alliance communications disseminate up to date information on initiatives.
3. Gather approved photos, videos, and other documents to be used in publicity efforts.
4. Assist with the committee session(s) at the annual fall convention by providing school level specific information and resources.
5. Promote and recruit schools/partners to participate in the initiative(s).
6. Assist by recommending regional helpers to have local help with their initiative efforts.
7. Attend InitiativesCommittee meetings and participate in conducting committee business.
8. Actively recruit new members for NC SHAPE.

9. Perform other duties as designated by the Board of Directors.

VI. Travel

- A. The committee chair will attend the annual fall convention and will represent NCAAHPERD-SM at any Southern District, SHAPE America, or other state, regional, or national partner meetings that are necessary for the enhancement and promotion of active initiatives.
- B. The Chair will be reimbursed for travel, lodging, and substitute pay to attend the annual fall convention and other meetings necessary for the enhancement and promotion of active initiatives.
- C. In addition, one hotel room will be provided at the annual fall convention for each of the active initiative coordinators. The funding for these rooms is contingent upon the initiative's proceeds received by NCAAHPERD-SM being sufficient to cover the costs of the rooms.
- D. If for some reason the chair cannot attend the annual fall convention, the chair will designate an initiative coordinator to convey needed information and fulfill the duties of the chair.
- E. Travel expenses for recruitment purposes may be reimbursed to committee members if included in the Alliance budget and approved by the committee chair and the Alliance Executive Committee.

VII. Revision of the Operating Code

- A. Changes in the purpose and organization of the Initiatives Committee or in the operating code are subject to the approval of the Alliance Board of Directors.
- B. No portion of this code shall conflict with the Constitution and Bylaws of NCAAHPERD-SM.

*There is a diagram of the Initiative Committee Structure on page 6.*

# Initiatives Committee Structure

